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This week on Radio Nova we looked at ways to cut back on waste in the workplace.

**9 ways to reduce waste in the workplace**

Companies may not put time, money, or energy into workplace waste reduction if they believe it’s too inconvenient to establish a program, or that it’s trivial because it doesn’t bring the company money. However, while reducing waste may not generate revenue in the traditional sense, it will ultimately save your business money.

**1. GO (NEARLY) PAPERLESS -** With programs like Google Docs that allows you to write, edit, and collaborate for free online, , it’s easier than ever to eliminate the amount of paper you use in the workplace. Consider adding a “think before you print” message to the bottom of your emails as a friendly reminder.

**2. KEEP A PAPER RECYCLING BIN WITHIN ARM’S REACH -** People recycle when it’s convenient. Make it easy for employees to recycle by meeting them where they already are (at their desks) with a bin.

**3. PRINT SMARTER -** Sometimes printing is necessary. Save up to 50 percent on paper costs by having employees set their defaults to print double-sided.

**4. PROVIDE REAL DISHES AND SILVERWARE -** Instead of spending money on wasteful paper plates, harmful Styrofoam cups, and flimsy plastic utensils, invest in real dishes and silverware for your office café.

**5. BUY IN BULK -** Purchase items like sugar, coffee/tea, snacks, and cleaning supplies in bulk instead of individually packaged to lower the cost per unit and reduce the amount of packaging.

**6. REUSE BINDERS AND FILE FOLDERS -** Provide label stickers so employees can write over and reuse binders and file folders.

**7. CREATE A RECYCLING CENTre -** Make a small recycling centre by providing bins to put returnable bottles, non-returnable bottles, and paper.

**8. PROVIDE FILTERED WATER -** Install a filtered water tap so employees can pour a glass of water instead of grabbing a disposable plastic water bottle.

**9. GIVE EMPLOYEES A REUSABLE WATER BOTTLE -** Surprise employees with a reusable water bottle with your company’s logo on it.

**Links for more information:**

[www.mywaste.ie/wp-content/uploads/2020/11/Ebow\_MyWaste\_Broch\_HR\_Spreads.pdf](http://www.mywaste.ie/wp-content/uploads/2020/11/Ebow_MyWaste_Broch_HR_Spreads.pdf)

[www.askaboutireland.ie/enfo/irelands-environment/waste-management/waste-prevention/business/](http://www.askaboutireland.ie/enfo/irelands-environment/waste-management/waste-prevention/business/)

